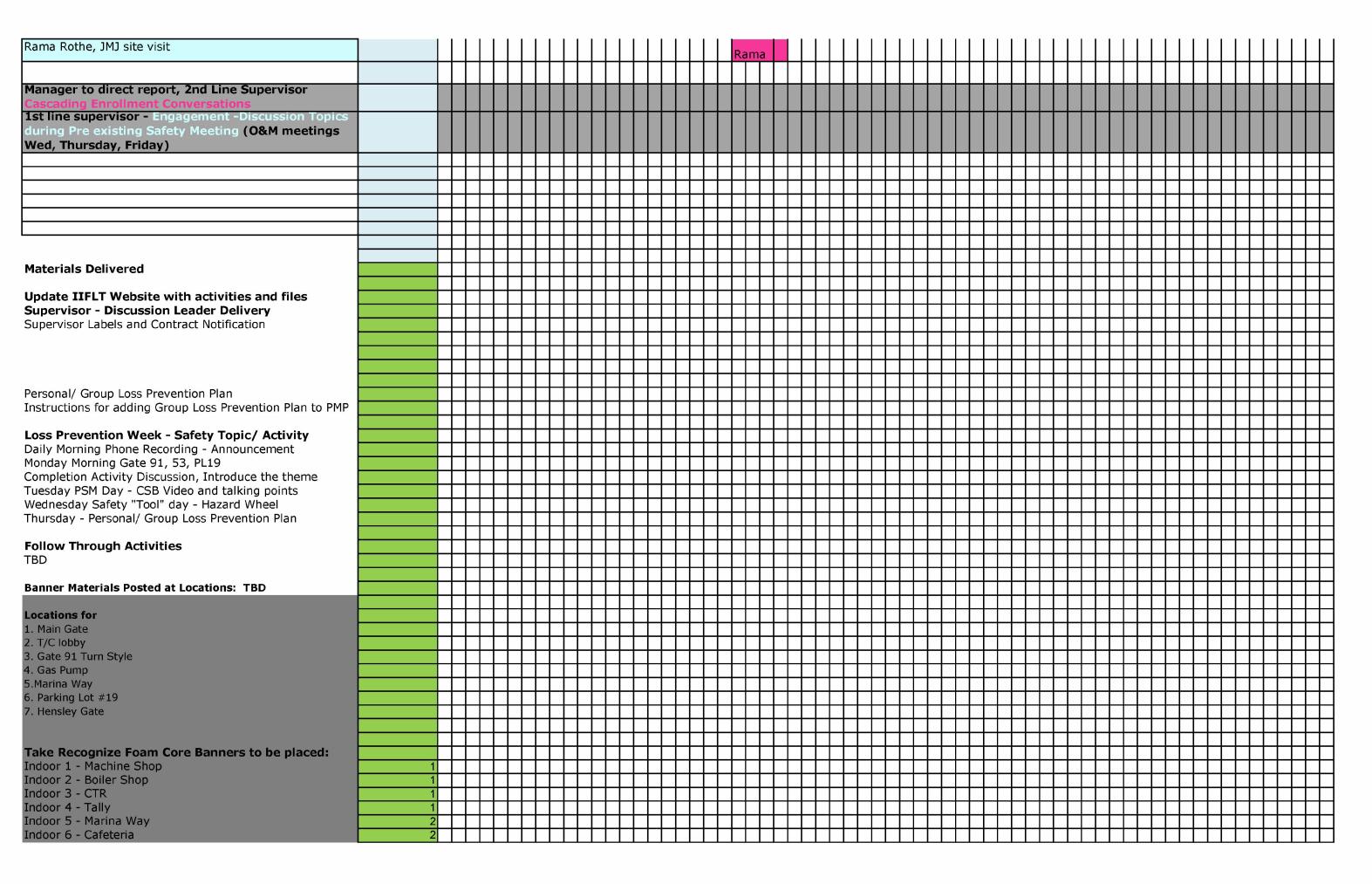
2011 Teamwork- 4Q	TO DO and	week (of 9/26	we	ek o	f 10)/3 w	eek	of 10)/10) wee	k of	10/	/ ₁₇	veek	of	10/2	24 w	eek	of 1	LO/3	31 v	wee	ek of	f 11	./7 h	veek	of	11/1	L4w	eek	of :	11/2	21 w
	Materials	M T W F					-																			1000								
Frame Up / Ground work																																		
Request for Manager/ Supervisor support. Create your	Jay Peterson			П								П											П							П	П	П		
4Q Manager/ Supervisor Announcement - Gate Handout -	the IIFLT							\prod		П		П						П	П	П			П			П	П			П	П	П		П
Send "letter to Myself" back to people from CWS	letter, send			П	П	П														T			П			Ħ				П	П	П		
Enagement Activities	,																																	
Create your own IIF Proactive Event - Teamwork - Refinery	and		Ш					П	П	П	П	П	П	П	П			П	П	П			П	П		П	П	Т		П	П	П	П	П
IIF Newsletter			+++	П				04	overv	iew		П	П		TA	insr	ectio	n co	mple	te			IIF	eve	nt R	ecoa	nitio	n		Π	Ħ	П		
Postcard #1 - Hand Safety Week			$\dagger\dagger$	Ħ				Ţ			Post	card							T				1							Π	Ħ	T		
Postcard #2 - Photobooth Promotion! Playing to Win!				$\dagger \dagger$	H		$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	H	105	T						P	ostca	ard			$\dagger \dagger$	\top		$\dagger\dagger$	11			广	$\dagger \dagger$	$\dagger \dagger$	+	H
Postcard #3 IIFTA Newsletter, end of TA Results/			+++	$\dagger \dagger$	$\dagger \dagger$	$\dag \uparrow$	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	$\dag \uparrow$	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	\top	\Box	H				Р	ostc	ard			$\dagger \dagger$	\dagger		十	$\dagger \dagger$	$\dagger \dagger$	\top	十
Postcard #4 - Recognition Board, Teamwork, Refinery End			+++	$\dagger \dagger$	$\dagger \dagger$	$\dag \uparrow$	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	$\dag \uparrow$	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	$\dagger\dagger$	$\dagger\dagger$	\top		$\dag \uparrow$	$\dagger\dagger$	$\dagger \dagger$							osto	ard		十	\dagger	$\dagger \dagger$	+	十
Refinery Wide Gate Handout (with 250 \$20 Gas Cards)	volunteers,		+++	+	$\dagger \dagger$	\vdash	$\dagger \dagger$		ly Res	I L	for B	eina	Safe	Dict	ura L	ماطو	r and	LLL LCar	ndv P	ar fl	UEr	\vdash	$\dagger \dagger$	+	+	╁╀				十	廿	$\dagger \dagger$	+	十
Request for volunteers - sign up for Gate Handout Italking	Dina			$\dag \dag$	$\dagger \dagger$	H	H		T T			T		TI	T	T			TT		T	H	$\dagger\dagger$	+		$\dagger\dagger$	$\dagger\dagger$	+		十	+	++	+	\vdash
Materials to Gates/ Packing Party (Bars and nicture	Kristin			H	D-	ckin	d par	 	BARS	and	nictu	ro bo	ldoro	+	+			\vdash	H	+		\vdash	$\dagger\dagger$	+		$\dagger\dagger$	++			十	+	++	+	\vdash
Photobooth - Playing to Winl - Promoting Teamwork	install with		+++	${}^{\dag}$	Pe	CKIII	lg par	I I	I I	anu	T	T	Tiders	}	+	+			botol	boot	h		\forall	+		\forall	+	+		十	+	++	+	\vdash
Collect ITELT images on Oct 31 - in the Photo hooth	meeting		+++	${}^{\dag}$	+		+	$\dagger \dagger$	++	$\forall t$	+	H	+		+	+					П		$\dagger\dagger$	+		++	+	+		十	+	++	+	H
Collect Images from TA and Cafeterial locations	maker,		+++	+	+	H	H	$\dagger \dagger$	++	\vdash	+	H	+		+				₩				\forall	+		++	+	+		十	+	+	+	H
Support/ Promote TA Weekly Activities Walk About with	impact organization		+++	$\forall t$	+	${\mathsf H}$	$\dagger \dagger$	$\dagger \dagger$	++	\vdash	+	H	+		+	+		H	${}^{\dag \dag}$	T		H	\forall	+	-	††	+	+		十	+	+	+	\vdash
AM/ PM Coffee Greetings (TA lunch tents)	organization		+++	++	++	\vdash	—	<u> </u>	++	\vdash		\vdash	++							+				+		₩	+	+		+	++	++	+	\vdash
TA - All Call	request,		+++	₩	+	\vdash	1 11	FLI		\vdash			\mathbf{H}	+	+						-		Н		+	₩	+			十	$+\!\!\!+$	++	+	${f +}$
Hand Safety Week (or a little hit longer)	with Red		+++	₩	₩	\vdash	╫	╁╀		₩				10.1524	╫			\vdash	╫	+	-	${\mathbb H}$	╫		+	₩	╫			+	$+\!\!+$	++	+	${f H}$
Hazard ID Tags on Powered hand Tools and delivered to	Materials,	\square	+++										fety \		11	+		\vdash	₩	++	-	\vdash	₩	+	+	₩	++	+		+	$+\!\!+$	++	+	$oxed{+}$
Glove Hand out	Tags, order,			Proc	luce t	he S	end t	o CT	R and	RSC	Han												++	+	-	₩	+	+		+	$+\!\!+$	₩		\vdash
AND	IPC pick up,		+++	\sqcup	\vdash	Ш	-					All	<mark>C</mark> all a	and S	Super	viso	r and	CN	Γ MN ⁻	T ma	ail bo	xes	++	\perp		+	+			\vdash	$+\!\!\!+$	$\dashv \downarrow$!	oxdapprox
Glove Packing Party	people, etc.		+++	Щ	\sqcup	Ш	Ш	Glo	ve Pac	king	Part	<u> </u>	$\bot \bot$	$\perp \downarrow \downarrow$	$\perp \! \! \perp$			Щ	Ш	Ш		Ш	Ш	$\perp \! \! \perp$		Ш	Ш			\perp	\coprod	Щ	'	Щ
Take 5 to Recognize Wall - Refinery End of Year reflect on																														Ш				
Gather Materials - test materials																																		
Have GMG build the parts - spray paint.				П						П		П						П	П				П			П				П	П	П		П
Deliver the parts to the control rooms / work groups by				П						П		П						П	П	П		D	eliv	er Pa	rts	and	Instr	uctio	ns to	Cor	ntrol	Roor	ms	
Collect the parts - December 5	during the			\sqcap																T			П						work					idua
Holiday Luncheon and Family Safety Calendar distribution	J J		$\dagger\dagger\dagger$	$\dagger \dagger$	$ \uparrow \uparrow $	\sqcap	$\dagger \dagger$	$\dagger \dagger$	\prod	\sqcap	$\dagger \dagger$	\sqcap	$\dagger \dagger$		$\dagger \dagger$			\sqcap	$\dagger \dagger$	$\dagger \dagger$			$\top \uparrow$	\top		TT		T				TT		
Manager Visits to the Control Rooms - more Personal	enron Managers		$\dagger\dagger\dagger$	$\dagger \dagger$	$\dagger \dagger$	\sqcap	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	\sqcap	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	\top	$\dagger \dagger$			丌	$\dagger \dagger$	\top		F	nroll	Mar	nade	ers fo	or Co	ntro	l Roo	m Vi	sits/	lunc	h wi	th c
2012 Look Ahead Loss Prevention Week ideas - email	Managers/		$\dagger\dagger\dagger$	$\dagger \dagger$	$\dagger \dagger$	+	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	\sqcap	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$	$\dagger \dagger$			$ \uparrow $	$\dagger \dagger$	$\dagger \dagger$			T		I									
IIFLT Planning Day	riariager <i>3/</i>		 	H	+	\vdash	++	++	++	\vdash	++	+	+	+	\dashv	+	\vdash	\vdash	++	+	\dashv	\vdash	++	\dashv	+	++	+	+	H	\vdash	+	+	\forall	十



Indoor 7 - CNT MNT	2																														
Indoor 9 - Hydro/ Cracking Maintenance break room	1																														
10 - Outdoor - 214 Main Street, outside	1									ПП																	П				П
18 - Cracking	1	П			Ш		$\Box \Box$	\top	TT	$\Box\Box$	\sqcap	\Box	\Box									TT	\top	\top	TT		П	TT	\Box	TT	П
19 - D&R	2									$\Box\Box$	$\neg \neg$		\Box			\top			П			TT	\top	\top	\top		T	T	\top		П
20. GMG	1	\Box			\Box		\Box	11	11	1 1 1	\top		\top		11	11			П		tt		11	11	\top	Ħ	Ħ	TT	TT	11	\Box
21. RACKS - Cracking	1		\Box				\Box	++		\Box	$\dashv \dashv$	\Box	\dashv	\dashv	\top	\neg			П		TT	\top	\top	\top	\top		Ħ	TT	†	11	\Box
22. EOD	1			+			\Box	11		1 1 1	$\dashv \dashv$	\Box	\Box	\Box	11	\top	\neg	\vdash	Ш	\vdash	TT	\top	\top	\top	\top	Ħ	T	TT	\top	TT	\Box
23. Haz Waste	1					11					\Box		\Box			\Box			П			\top	\top	\top	\top				\Box		П
24. Hydro	3	Ш					Ш			Ш	\Box											TT			\Box						П
25. Cogen	1	П			ПП		Ш			ПП	$\Box\Box$		\Box			\Box						T	\Box	\Box	\Box			Π	Π		П
26. Hensley - training for	1																														
Cracking Offices	2																														
TC	3																														
Admin	2																														
Fitness Center -	1																														
136 Main	1	•																													
Fire house	1																														
Wharf	1																														
B&S	2																														
Gate 91																															

